



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: BUS/VAN DRIVER

QUALIFICATIONS:

1. Holds valid Commercial Driver's License with appropriate endorsements.
2. Has demonstrated a minimum of three years of driving experience and possesses excellent driving record.
3. Demonstrates ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism.
4. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Plant Operations and Maintenance or designee

JOB GOAL: To transport pupils in a safe and efficient manner and perform all activities related to the operation of the student transportation system.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Conducts a safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
- b. Notifies Director of Plant Operations and Maintenance or designee immediately of any mechanical malfunctions and/or safety hazards.
- c. Adheres to established routes, designated bus stops and assigned time schedule.
- d. Transports only authorized pupils.
- e. Obeys all traffic laws and observes mandatory school bus safety regulations.

- f. Maintains discipline on the bus and reports violations to the building principal or other authorized individual in accordance with established procedures.
- g. Reports immediately all accidents and/or pupil injuries to the Director of Plant Operations and Maintenance or designee and completes required reports.
- h. Participates in emergency evacuation drills in accordance with Board policy and instructs passengers regarding safety regulations and other bus rules.
- i. Performs interior bus cleaning duties daily, cleans interior windows as needed, and refuels the bus.

2. Work Traits

- a. Attitude: Demonstrates concern for the safety and welfare of the students being transported; displays enthusiasm for work and willingness to meet job responsibilities; and readily discusses suggestions. Maintains confidentiality as required and appropriate
- b. Punctuality and Attendance: Reports to work on time; adheres to required time schedules; and maintains an appropriate personal attendance record.
- c. Relationship with People: Works cooperatively with the Director of Plant Operations and Maintenance or designee, colleagues, students, parents and others as necessary for the effective functioning of this position and the school transportation system.
- d. Discretion: Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.

3. School and Community Relations

- a. Displays tact and courtesy when dealing with students, colleagues, parents, residents and others in the performance of this position.
- b. Maintains discipline on the bus and reports violations to the building principal, Director of Plant Operations and Maintenance or designee, or other authorized individuals in accordance with established procedures.

4. Professional Development

Participates in staff development opportunities in accordance with state law and regulation as well as with district guidelines and resources to enhance job-related skills and knowledge.

5. Other

Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Plant Operations and Maintenance or designee.

TERMS OF EMPLOYMENT: Salary and work year to be established in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: January 10, 1996

REVISED: **March 14, 2007**